

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.2 Fees and Funding

Policy Statement

We operate a fair and competitively priced service. We aim to offer a high quality, safe and stimulating environment for children, that provides good value for money.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.4 The wider environment	

Fees

- Preschool fees are charged at £4.50 per hour.
- We are open Monday to Friday, 8.30am to 4.00pm, during term time. See the table below for the different sessions.
- 2-year-old and Early Years Entitlement (EYE) universal (15 hours) funding can be claimed against any combination of sessions; EYE extended (30 hours) funding can only be claimed against full day sessions (8:30am – 4:00pm)

Fees from September 2018

Session	Cost
8:30am - 9:00am	£2.25
9:00am - 12noon	£13.50
12noon - 1:00pm	£4.50
1:00pm - 4:00pm	£13.50
8:30am - 4:00pm	£33.75
9:00am - 4:00pm	£31.50

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Additional charges

- If you are late collecting your child, we will charge you £5.

Reviewing our fees

- We review our fees on a regular basis. Fees are increased in line with other similar settings, to ensure we can cover our costs and ensure we are able to meet our statutory requirements.
- We will let existing parents/carers know about changes to fees with at least 4 weeks' notice. We will do this via email.
- When we change our fees, we will update the information in all the relevant places, including this fees policy, prospectus, website.
- If you wish to discuss any issues relating to changes to our fees, please contact the Manager or Business Administrator.

Missed sessions

- If your child does not attend a session they are booked for (e.g. due to illness or holidays) you will still be charged. We may give special consideration in the event of serious illness or serious accident that requires prolonged hospital treatment or an extended absence due to other circumstances.
- You will not be charged if preschool is closed (e.g. bank holidays, inset days or if we must close due to an emergency).
- We will be closed on election days when the hall is used as a polling station. If your child was due to attend on this day, you will not be charged for this session and/or no funding will be claimed. If a child is not accessing their agreed entitlement hours for prolonged periods of unexplained or unplanned absence, we will contact the County Council to discuss if funding should be reduced.

Changing hours

- To request a change to your child's sessions, you need to:
 - complete a Change of Hours Form and hand it to a member of staff; or
 - email your request to admin@comeytroweunderfives.co.uk
- We require 4 weeks' notice to reduce your child's sessions. The sessions your child attends can change immediately but you will be charged for the 4 week notice period, and any EYE funding will be claimed.
- We will try to accommodate a request to increase your child's hours as quickly as possible, depending on session availability. A separate invoice will be issued if appropriate.



Ad Hoc Session Requests

- We will try to accommodate requests for one-off sessions providing there are spaces available in the required session. Requests should be submitted on an Ad Hoc Session Request Form.
- These sessions will be chargeable at the usual hourly rate.
- In cases where a parent has not used their Early Years Entitlement (EYE) funding for the period, we will endeavour to reclaim the funding from the County Council on an EYE adjustment at the end of the period. If this is not possible, an invoice will be issued to the parent.

Cancelling a child's place

- If you decide to withdraw your child from Preschool you must give 4 weeks written notice. This can be in writing or via email.
- If you do not provide this notice, you are liable for fees left unpaid and incurred, as we will not be able to fill your child's place from the waiting list. If fees remain unpaid, we will seek reimbursement via a debt recovery agency.
- We will claim any EYE funding due from the County Council for the duration of the four-week notice period.

Terminating a child's place

- In the event of unacceptable behaviour from parents/carers we can terminate a place without providing any notice.
- We may terminate a child's place in cases of non-payment of fees, after following the non-payment of fees procedure.
- In all other cases, if we need to terminate a child's place, we will give you 4 weeks written notice.

Invoices

- Invoices for the term are given to parents/carers in the first week of each term.
- Invoices are issued termly and **payment in full** is requested within 14 days.
- The due date is stated on the invoice
- You can pay by bank transfer, cheque or childcare vouchers.
- Cash payments will only be accepted in exceptional circumstances, for safeguarding and security reasons.

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- Payment in instalments is available on request, but full payment must be made by the end of the term that the invoice relates to.
- Your fees are calculated by deducting your EYE entitlement hours. The additional hours are then charged at the hourly rate.

Funding

- We offer funded places for eligible 2, 3 and 4 year old children.
- We follow National and County guidelines regarding codes of practice. The terms and conditions attached to the grant funding are determined by the Government and in turn by the County Council.
- We have information available and can support parents/carers in establishing whether they are entitled to this funding.
- From the term after your child's third birthday, they will automatically qualify for the Universal 15 hours funding. You will then pay no fees, or reduced fees depending on how many sessions or other preschools or nurseries your child attends.
- The County Council funds a maximum number of hours per child per term regardless of how many preschools or nurseries your child attends. If your child receives funding and attends more than the maximum hours per term at our Preschool you must pay for the outstanding sessions.
- If your child attends more than one setting, the sessions that are funded by the grant can be divided between these settings or can be paid to just one setting nominated by you. In the case of an LEA run nursery all the funding will automatically go to the nursery. You will need to pay for any additional sessions.
- If you do not provide the correct documentation, within the required time period, we will be unable to claim the funding, and so you will be charged the normal fee rate.

Funding for 2-year olds

- For children who qualify for 2-year-old funding, the funding will be available from the date stated on the acceptance letter. This will not be earlier than the first day of the funding period after their 2nd birthday.

To claim funding for 2-year olds you need to provide:

- child's legal documentation - birth certificate, passport (on registration)
- the letter which states the child is eligible for 2-year-old funding

Funding for 3-year olds

- Early Years Entitlement (EYE) funding is available from the term after a child's 3rd birthday.
Comeytrove Under Fives Preschool

Universal funding

- To claim the EYE universal 15 hours, you need to provide:
 - child's legal documentation - birth certificate, passport (on registration) ○
 - EYE parent declaration form

Extended funding

- To claim the EYE extended 30 hours parents/carers need to meet the eligibility criteria. You will need to provide:
 - child's legal documentation - birth certificate, passport (on registration)
 - EYE parent declaration form
 - eligibility code from registered parent (from HMRC)
 - registering parents National Insurance number(s), including consent to share it with EYE team at Somerset County Council
- If you do not give permission to share your national insurance number, we will be unable to claim the funding, and so you will be charged the normal fee rate.
- If your circumstances change and you no longer qualify for the extended 30 hours funding, you will continue to receive funding for a 'grace period'. Local authorities carry out eligibility checking audits. We will let you know, and explain your grace period, if the local authority informs us that you are no longer eligible.
- It is your responsibility to obtain and renew your 30 hours code.

Debt management

Monitoring payments in arrears:

1. The date is set for payment on invoices.
2. The Business ~~preschool~~ Administrator checks payments against invoices on the due date.
3. All parents/carers who have not paid are contacted by email to remind them about the payment, and the expectation of payment within one week.
4. If payment is not received by the agreed date, we will follow the non-payment of fees procedure.

Non-payment of fees:

1. All parents/carers who have not paid are contacted by phone to agree a payment plan.
2. which will include details of:
 - a. the amount owed
 - b. dates of payments
 - c. the time scale for recovering the debt
 - d. what will happen if payments are missed

The payment plan will be signed by both parties. A copy will be given to the parents/carers.

3. If parents/carers miss a payment on the payment plan they will be contacted by the Business Administrator. The child's hours will be reduced to EYE hours only until the debt is cleared. If the debt is not cleared or payments within the payment plan are not made the child's place will be withdrawn.
4. Recovery of the outstanding debt will be made using a debt recovery agency. Parents/carers will be informed of this in writing.

Further guidance

- Tax free childcare: www.childcarechoices.gov.uk
- Statutory Framework for Early Years Foundation Stage (2018)

Links to other policies and procedures:

- 1.6 Uncollected child policy
- 3.10 Severe weather policy

This policy was adopted at a meeting of Comeytrowe Under Fives Preschool

_____th _____ (date)

_____ (date)

Held on

Date to be reviewed

Signed on behalf of the management committee

_____ Name of signatory

Role of signatory (e.g. chair/owner)